

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS – PATTON

JOB CLASSIFICATION: Teacher, State Hospitals (Learning Handicapped Mentally Disabled) Enhancement Services Department

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of Program Assistant, Education, is to help patients prepare to become productive and contributing members of society by training them in physical, social, intellectual and vocational functioning; to provide both individual and group instruction; to participate as a member of an interdisciplinary treatment team; and to play an integral role in the total rehabilitation process as well as in teaching the skills which will enable the patient to seek occupational opportunities.

- 50%
 - **Plans, assigns, and supervises work of patients enrolled in the Special Education Program and Adult Basic Education (ABE) Program.**
 - Prepares courses of study and daily lesson plans.
 - Conducts periodic testing on classroom subjects.
 - Works with students in the classroom setting.
 - **Maintains discipline among students and keeps the classroom environment conducive toward teaching and learning.**
 - Counsels student as to progress in the instructional program.
 - **Participates in the development and continuing revision of curriculum.**
- 20%
 - Maintains patients' school work portfolios, records, and files.
 - Assists with High School Equivalency Program.
 - Participates in program evaluation.
 - When Program Assistant, Education is absent- Identifies, locates and serves all penal code patients 22 years of age and under residing at DSH-Patton to ensure compliance.
 - **Develops Individual Education Program/Plan (IEP) for eligible patients.**
 - Follows the San Bernardino Superintendent of Schools course outlines for high school credits in an IEP certificate of completion or graduation plan.
 - **Attends IEP meetings, performs academic assessments for IEPs, and completes IEP quarterly notes.**
- 20%
 - Evaluates high school transcripts for IEP patients entering school program.
 - Completes WaRMSS Progress Notes and other required documentation.
 - Helps patients set and meet educational needs and goals.
 - Makes recommendations based on the patients' needs to the appropriate service.

- 10% • **Participates in group-oriented treatment programs and extracurricular programs** if deemed appropriate and necessary.
- Works with Vocational Education Team and/or Unit Treatment Teams in the educational, vocational, psychiatric, and casework areas as needed
 - Provides information of an education nature to help other members of the teams to better determine each patient's treatment needs.
 - Monitors hospital transportation list.
 - Attends Vocational Services and Program meetings as scheduled.
 - Attends required educational and hospital mandatory trainings to continue educational development.
 - Participates in Search and Seizure.
 - Performs all other duties as assigned.

2. SUPERVISION RECEIVED

Is under the supervision of Program Assistant, Education.

3. SUPERVISION EXERCISED

None.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Specific for the population of learning handicapped and mentally disabled, principles and methods of teaching; principles of educational psychology as applied to their teaching; current trends in educational methods; remedial teaching techniques and adapting instruction to student deficiencies; and emotional problems of students at State Hospitals.

ABILITY TO: Provide leadership and motivation to institutional students, teach and supervise these individuals; work effectively with other disciplines; gain the interest, respect, and cooperation of students; develop socially acceptable attitudes in students; communicate effectively; and analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served.

Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+)

THERAPEUTIC STRATEGIC INTERVENTION

Demonstrates correct knowledge of policy and criteria. Applies and demonstrates current methods of TSI.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFICS COMPETENCIES

Ability to maintain an empathetic and objective understanding of the patients; to demonstrate adequate teaching ability for the population of learning handicapped and mentally disabled; to exhibit emotional stability, tact, and patience; to work independently; to analyze situations accurately; to take effective action; to communicate effectively both orally and in writing; to provide comprehensive reports; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of commonly used office material/equipment, proficiency in the use of office computer applications (e.g. Excel, Word, Outlook) and WaRMSS, familiarity of the process and requirements of completing STP treatment and Adult Basic Education (ABE) rosters, and understanding of the requirements of Public Law 94-142, the Individuals with Disabilities Act (IDEA), Comprehensive Adult Student Assessment System (CASAS).

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain the appropriate teaching credential with California Commission on Teacher Credentialing. Any failure to do so may result in termination from Civil Service. Employees in this classification must possess one of the following California credentials:

- Specialist Instruction Credential: Learning Handicapped
- General Special Secondary for Handicapped Children
- Educationally Handicapped

7. TRAINING

The employee is required to keep current and maintain compliance with all required annual training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients/clients and the public;
- Comply with Hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the Hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the Hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

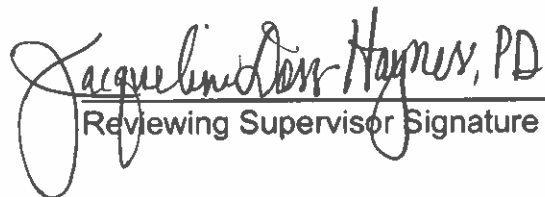
Print Name

Date


Supervisor Signature

Louis Van Norman-PA Ed
Print Name

Date


Reviewing Supervisor Signature

Jackie Doss Haynes- PD
Print Name

Date